

ROUTING AND TRANSMITTAL SLIP		Date
		24 October 1986
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EA/DDA		
2.		
3.		
4. C/Registry		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

The attached forwarding memo and DDA instruction are forwarded for signature. This is part of a package prepared by the individual FOIA/PA officers within the DDA components to document FOIA/PA procedures at the request of the Director of Information Services. We intend to distribute the Instruction to the staff offices of ODDA only.

I will be glad to discuss or try to explain if needed.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
O/DDA/RMO	
	Phone No.

5041-102

USGPO 1983-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

25X1

Privacy Act Record Systems Reporting

FROM:

EXTENSION

NO.

Executive Assistant to the DDA

DATE

25X1

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

DDA/IRO

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3.

DIS 1206 Ames

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Unclassified When Separated
From AttachmentsFORM
1-79

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USE PREVIOUS
EDITIONS~~CONFIDENTIAL~~

CONFIDENTIAL

DDA 86-1800

27 OCT 1986

MEMORANDUM FOR: Director of Information Services

THROUGH:

25X1

DA Information Review Officer

FROM:

Executive Assistant to the DDA

SUBJECT:

Privacy Act Record Systems Reporting

25X1

REFERENCES:

- A. DDA 85-3425 of 11 October 1985, Same Subject
B. OIS 86-096 of 28 March 1986, Same Subject

1. In accordance with referent memoranda, a careful review has been made of the record holdings of this Office to determine those that are responsive to the Privacy Act of 1974. We are pleased to forward at this time the results of that review, a revised entry for the Federal Register, and our implementation procedures.

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2. Our current FOIA/PA/Litigation Information Officer is If you have questions concerning any of the attachments or concerning our program, please contact her on extension

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/s.

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Executive Assistant to the DDA

Attachments:

1. List of records subject to the PA
2. Revised entry for Federal Register
3. Office procedures for processing
PA requests

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6 May 1986

MEMORANDUM FOR: Information Review Officer, DDA

FROM:

O/DDA/RMO

25X1

SUBJECT: Privacy Act Records System Reporting

1. Following is a list of records taken from the O/DDA Records Control Schedule subject to search under the provisions of the Privacy Act:

<u>Item No.</u>	<u>Title</u>	<u>Description Required</u>
9a	Supplemental personnel (soft) files	No
9b	Consultant and contract employee files	No
9c	Applicant files	No
9f(1)(a)	Official records of the Career Service	Yes
9f(1)(b)	Written report of the findings of Boards and Panels	Yes
9f(1)(c)	Working paper of the Career Service	Yes
9f(1)(d)	Information notes and worksheets	Yes
9f(1)(e)	Ranking books	Yes
9h	Employee Suggestion files	No

2. Additionally, included is an update of the O/DDA file listing for inclusion in the Federal Register to replace existing item CIA-26:

- a. System name: Directorate of Administration records
- b. System location: Central Intelligence Agency
Washington, D.C. 20505
- c. Categories of individuals covered by the system: Staff personnel
- d. Categories of records in the system: Official Directorate of Administration career management records including memoranda, performance appraisal information, and component training files of the Career Service and Sub-Group boards and panels.

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e. Authority for maintenance of the system: Executive Order 10450. Pub. L. 81-513, dated 13 May 1950.

f. Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Maintain a management record of personnel performance and training given or sponsored by the Office of the Directorate for Administration personnel. Users of this information are managers in the Directorate of Administration.

g. Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper and computer

Retrievability: By name

Safeguards: Storage is controlled by approved Office of Security methods and practices.

h. Retention and disposal: Records are retained and destroyed in accordance with records control schedules approved by the Archivist of the United States.

i. System manager(s) and address:
Office of the Deputy Director for Administration
Central Intelligence Agency
Washington, D.C. 20505

j. Notification procedure: Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Information and Privacy Coordinator
Central Intelligence Agency
Washington, D.C. 20505

Identification requirements are specified in the CIA rules published in the Federal Register (32 CFR 1901.13). Individuals must comply with these rules.

k. Records access procedures: Requests from individuals should be addressed as indicated in the Notification section above.

l. Contesting record procedures: The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

m. Record source categories: The individual and other official CIA files.

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INFORMATION AND RECORDS MANAGEMENT

DDA INSTRUCTION
NO. 86-2

OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION

PROCESSING OF INFORMATION REQUESTS PURSUANT TO THE FREEDOM
ON INFORMATION ACT, PRIVACY ACT, AND EXECUTIVE ORDER 12356

REFERENCES: Headquarters Handbook [] FOIA/PA/EO 12356 Handbook
Executive Order 12356, National Security Information
Freedom of Information Act (FOIA) as amended, PL 93-502
Privacy Act of 1974 (PA), PL 93-579
Headquarters Handbook [] National Security Classification
Guide
Information Security Oversight Office Directive No. 1
Privacy Act Issuances Compilation in Federal Register
Chapter XIX Title 32 Code of Federal Regulations

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1. PURPOSE:

This instruction prescribes procedures for the Office of the Deputy Director for Administration (ODDA) for responding to information requests received pursuant to provisions of the Freedom of Information Act (FOIA), the Privacy Act (PA), and Executive Order 12356.

2. POLICY:

The information and guidance contained in references will be applied to all requests received by the ODDA. Most review actions will require a decision regarding the classification of pertinent documents under E.O. 12356 and analysis of content to determine what, if any, portion of each document is releasable to the public. Agency and ODDA policy on subject matters is one of compliance in both the letter and spirit of the law.

3. RESPONSIBILITIES:

a. Deputy Director:

- (1) Appoint FOIA/PA/EO officer for the office.
- (2) Be the final reviewer on all FOIA/PA/EO appeals concerning ODDA documents.

b. FOIA/PA/EO Officer:

- (1) Receive and record all FOIA/PA/EO requests forwarded to ODDA by the Directorate of Administration Information Review Officer (DA/IRO). (Requests for information from other sources should be provided immediately to DA/IRO for a determination on the proper method of processing.)
- (2) Privacy Act requests received in ODDA are searched by the name of the requester in those specific ODDA PA records systems that could reasonably be expected to have information responsive to the request.

(3) FOIA requests received in ODDA are carefully reviewed to determine if any records systems maintained by ODDA could reasonably be expected to contain responsive records. If it is determined that there is no system of records in ODDA that could reasonably be expected to have responsive records, the request is immediately returned to the DA/IRO with this notation.

(4) EO requests are Mandatory Classification Review requests of documents submitted by individuals both inside and outside of the Agency. Every effort must be made to locate the original document. Determinations relative to the continued classification of the documents are made by or with the concurrence of the original classifying authority or its succeeding correspondent.

(5) Establish a suspense file on all requests received by ODDA, assign action, monitor progress, assist reviewers with searches and processing as necessary.

(6) Prepare a final office response to the DA/IRO.

(7) Maintain files on all requests processed in ODDA in accordance with the Records Control Schedule. File will contain a copy of the request and all related correspondence, a full text copy of the documents determined to be responsive to the request, a copy of the document as recommended for release clearly indicating the identity of the reviewers, their decisions, and the exemptions cited.

(8) Process all administrative appeals or litigation requests concerning ODDA documents.

(a) Appeal or litigation actions will be forwarded to ODDA by the DA/IRO. (Any appeal or litigation actions received from any other source will be forwarded immediately to the DA/IRO for a determination on the proper method of processing.)

(b) A review will be conducted on all original determinations.

(c) A response will be prepared for the review and signature of the DDA.

(d) The final office appeal or litigation response will be forwarded to the DA/IRO along with full text copies of all documents responsive to the request and copies of additional releases if any.

/s/

[Redacted Signature]

for William F. Donnelly
Deputy Director
for
Administration

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27 October 1986

MEMORANDUM FOR THE RECORD

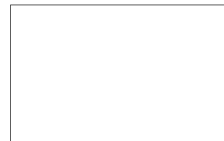
SUBJECT: Privacy Act Records System Reporting

REFERENCE: Memo to DA/IRO from ODDA/RMO, Same Subject, dated 6 May 1986

After additional review of all records systems surfaced in the DA and the DA search strategy, it has been determined that the records originally designated for initial search by the ODDA would in fact be uncovered by a search originating in the Office of Personnel (OP). Also the description of CIA-26 currently listed in Federal Registry is incorporated in the proposed new system for OP; therefore, CIA-26 can be omitted in its entirety.

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/s/



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